

Partnership Development Associate

REQ221526

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Department summary

The Research & Innovation Office plays a leading role in shaping and delivering the University's research and innovation activities and provides a high quality, added value and seamless service to researchers across the research development pipeline. The Office incorporates a number of different teams that provide support for: nurturing partnerships and collaborations; identifying and applying for funding; managing research projects and assuring compliance with policy; improving the visibility of research outputs; fostering the impact, intellectual property and commercialisation of research; and the nurturing of research leadership skills through training and skills development programmes. The Research & Innovation Office also works closely with other Professional Services across the University, notably Legal Services, Registry, Student Services, Finance and HR.

Job Description

Job Grade: Management and Specialist Grade 6

Job Purpose

This role involves working closely with academic, public, private and voluntary sector organisations to scope, plan and manage projects that lead to the successful development and implementation of processes, products and services for collaborative partners. The role also manages the full life cycle of Knowledge Transfer Projects to include drafting applications for funding, recruitment, negotiation of contracts, progress meetings and final reporting. You will be a member of the Partnership Development Team in the Research & Innovation Office.

Job Duties

- To work with academics and external organisations to scope, develop and submit funding applications and manage Knowledge Transfer Partnership programmes through the full life cycle to include; recruitment, finance, contract negotiation and meeting with regional KTP Advisers. This will also include programme support to the AHRC BFTT programme in collaboration with colleagues from the University of Arts London
- To co-ordinate tailored events to promote and raise awareness of the Knowledge Transfer Partnership programme internally and externally
- To work closely with relevant funding bodies to understand and where possible influence change to the Knowledge Transfer Partnership Programme
- To report activity and agree delivery plans for Knowledge Transfer Partnerships with the Partnership Development Manager (direct line manager) and Head of Partnership Development
- To monitor project finances across the portfolio of Knowledge Transfer Partnerships
- To work with academic colleagues to highlight opportunities for collaboration with external organisations
- To represent the University on regional and national working groups associated with knowledge exchange activity
- To maintain and proactively develop a network of contacts internally and externally

- To develop and maintain promotional material to include case studies, website, Twitter and LinkedIn
- Identify areas for improvement in efficiency by performing reviews of workflow and introducing new systems/processes where appropriate.
- To contribute to the integration and maintenance of a new customer relationship management platform

Other

- To undertake any other duties which may reasonably be required by the Head of Partnership Development that are commensurate with the nature and grade of the post
- To engage in training programmes which are consistent with your own needs and aspirations of those of the Research & Innovation Office
- This role may require some travel between the University and collaborator sites. This may require some flexibility in working hours

Points to Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Partnership Development Manager

Organisational Responsibility for:

Partnership Development Administrator

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage	
Experience	Experience of working in a HEI on collaborations with external partners.	1, 3	
	Experience of working in a complex environment with multiple stakeholders	1, 3	
	Experience of securing Knowledge Transfer Partnership or similar knowledge exchange funding and managing the collaboration through the full project life cycle	1, 2, 3	
	Experience of working with collaborators off-site as an ambassador for the University	1, 3	
	Experience of project management in public, private and/or voluntary sector organisations	1, 3	
Skills and abilities	Excellent project management skills	1, 3	
	Ability to produce and deliver management reports	1, 3	
	Excellent IT skills and Internet usage	1, 3	
	Ability to work on own initiative with little supervision and as part of a team	1, 3	
	Excellent interpersonal, presentation and communication skills	1, 3	
	Strong organisation skills with attention to detail	1, 3	
	Ability to multi task, prioritise and take responsibility for meeting deadlines	1, 3	
	Ability to influence change at all levels within a project	1, 3	
	Ability to establish and maintain good working relationships at all levels including the most senior with companies and the University	1, 3	
	Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required	1, 3
	Qualifications	A degree in any discipline, or equivalent experience	1, 3
	Other	Commitment to observing the University's Equal Opportunities policy at all times	1, 3
Willingness to travel between the University and collaborator sites where appropriate		1, 3	
Willingness to work outside normal office hours occasionally to meet the demands of the job		1, 3	
	Able to travel in the UK	1, 3	

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in public and private sector organisations	1, 3
	Experience of negotiating legal documentation	1, 3
	Experience of collating and submitting formal data returns e.g. HE-BCI annual returns or similar	1, 3
Skills and abilities	Understanding of contract development and negotiation	1, 3
Qualifications	A postgraduate qualification	1, 3

Conditions of Service

This position is full time, open ended, subject to external funding. Salary will be on Management & Specialist Grade 6, £32,348 - £42,155 per annum, at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Applications

The closing date for receipt of applications is **02 January 2023**.